



CITY OF SAINT PAUL VENDOR OUTREACH QUESTIONNAIRE MANDATORY SUBMISSION

FIRM'S NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ E-MAIL: _____

FAX NUMBER: _____

PROJECT NAME: _____ SOLICITATION NUMBER: **A-** _____

Each bidder/proposer shall include this completed document with bid/proposal. Bidder/proposers who fail to include this document with bid/proposal will be deemed non-responsive and its bid/proposal will be rejected.

1. Percent of the **base bid for this Project** that will be subcontracted to Vendor Outreach Program (VOP) certified businesses:

MBE _____% SBE _____% WBE _____%

Proposed certified vendor names may be provided after award is made. Percentages and estimated dollar amount is required at time of bid. Attach additional pages if necessary.

Name of VOP Certified Vendor	MBE/SBE or WBE	Type of Work or Supplies	Dollar Amount

2. Percent of bidder/proposer's current permanent workforce who are minorities, women or disabled persons.
 _____ % Minorities _____ % Women _____ % Disabled Persons
3. Expected number of new hires for this project _____ Expected number of hours(labor) on project _____
4. Percent of bidder/proposer's workforce for this Project that will be unskilled minorities. _____ %
5. Percent of bidder/proposer's permanent workforce for this Project that will be skilled minorities. _____ %
6. Percent of the bidder/proposer's workforce for this Project that will be women. _____ %
7. Do you have a current Affirmative Action Program Registration with the City of Saint Paul? YES ____ NO ____
 Affirmative Action Program Registration Documents are attached: YES ____ NO ____



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8. A bidder/proposer not binding itself to the established goal may be classified as a responsive and responsible bidder if it documents and establishes that it engaged in the following good faith efforts. Please check all of the good faith efforts your firm engaged in to meet the established VOP contracting goals. Documentation of such efforts must be submitted to the department of HREEO's Compliance Supervisor within 10 days of the bid opening for consideration. (Note if you meet a specific established goal, then you are not required to submit the additional good faith effort information for that specific goal.)

Check the applicable box if you have met or exceeded the contracting goal established:

VOP Goals: ☐ 10% SBE Goal ☐ 10% WBE Goal ☐ 5% MBE Goal

Prime Contractor Efforts	Checklist
List each possible subcontract opportunity in the prime contract	
Where appropriate break out contract work items into economically feasible units to facilitate participation	
Obtain a current list of certified SBEs, WBEs, and MBEs (www.govcontracts.org)	
Attend all pre-bid conferences to obtain information about the VOP and the established goals	
Request assistance from minority and women community organizations that provide recruitment assistance	
Obtain a current list of minority and women publications for advertising purposes	
Solicit bids from certified and qualified SBEs, MBEs, and WBEs at least 10 days prior to bid opening, by phone, advertisement in a local paper and the relevant publications provided	
Solicit a minimum of five (5) bids from certified and qualified SBEs, MBEs, and WBEs for <u>each subcontract</u> opportunity within the prime contract. If the applicable certified list for each subcontract opportunity is five or fewer, such bidder must contact the entire list	
Provide plans and specifications or information regarding the location of plans and specifications to certified SBEs, WBEs, and MBEs	
Where applicable, advise and make efforts to assist interested SBEs, MBEs, WBEs to obtain bonds, lines of credit, or insurance required to perform the contract	
Submit documentation if bids from certified SBEs, MBEs, and WBEs were rejected, giving the complete basis to the certified vendor for the rejection and evidence that the rejection was justified	

NOTE: Bidders/proposers on prime contracts who continuously list the same certified SBEs, MBEs, WBEs as having been contacted and listed as unavailable, when contact has previously been unsuccessful as a result of a disconnected phone numbers, returned mail, will not be deemed to be in compliance with the outreach requirements.

9. Please check all of the good faith efforts your firm engaged in to meet the established Affirmative Action workforce goals.

Check the applicable box if you have met or exceeded the contracting goal established:

Minorities: ☐ 11% (skilled and unskilled total) Women: ☐ 6%

Indicate the number of job and/or training opportunities you estimate you will have during this project: _____

Prime Contractor Efforts	Checklist
Inform the City of Saint Paul Affirmative Action Officer of all hiring opportunities on the project	
Advertise all job openings on Ramsey County Job Connect (www.jobconnect.com)	
Provide a reasonable amount of time for individuals to submit applications for job opportunities	
Develop and implement efforts to conduct aggressive outreach and notification of opportunities	

A General Contractor having completed this questionnaire accurately and in full will successfully pass this process and demonstrate its commitment to the City of Saint Paul's policies and procedures for Vendor Outreach, Affirmative Action and Equal Employment Opportunity. Please retain verification of specific Contractor Efforts in your records. You will be asked to present the verification in the future.